

FACILITIES GUIDE – Kent County

Department: Department of Transportation Building: Central District Headquarters Address: 930 Public Safety Boulevard City: Dover State: DE Zip: 19901	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Michael Lumia Phone: 302-760-2424 Fax: 302-739-3854 Availability: 8:00 – 4:30	Room: Conference Room Capacity: 0 to 35
Equipment: Black Board, Smart Board Accessibility: Yes Restrictions: Directors approval needed for serving food.	
Department: Department of Transportation Building: Smyrna Rest Area Address: Route 13, 5500 DuPont Parkway City: Smyrna State: DE Zip: 19977	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Margie Burns Phone: 302-659-6750 Fax: 302-659-6753 Availability: 7:00 – 4:30	Room: Conference Room Capacity: 0 to 35
Equipment: White Board, Screen Accessibility: Yes Restrictions: No food or drinks. State agencies only.	
Department: DHSS, Division of Public Health Building: Jesse Cooper Building Address: Federal & Water Streets City: Dover State: DE Zip: 19901	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Nate MacCormack Phone: 302-744-4700 FAX: 302-739-6659 Availability: 8:00 – 4:30 need reservation	Room: 1 st Floor Conference Room Capacity: 10 to 15
Equipment: White Board, Internet access Accessibility: Yes Restrictions: No food. Room must be left as found.	

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Department: DHSS, Division of Public Health Building: Jesse Cooper Building Address: Federal & Water Streets – Jesse Cooper Building City: Dover State: DE Zip: 19901	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Nate MacCormack Phone: 302-744-4700 FAX: 302-739-6659 Availability: 8:00 – 4:30 need reservation	Room: 2 nd Floor Conference Room Capacity: 0 to 10
Equipment: White Board, Internet Access Accessibility: Yes Restrictions: No food. Room must be left as found.	
Department: DHSS, Division of Public Health Building: Jesse Cooper Building Address: Federal & Water Streets – Jesse Cooper Building City: Dover State: DE Zip: 19901	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Nate MacCormack Phone: 302-744-4700 FAX: 302-739-6659 Availability: 8:00 – 4:30 need reservation	Room: 3 rd Floor Conference Room Capacity: 0 to 50
Equipment: Computer, TV/VCR, White Board, Internet Access, Screen Accessibility: Yes Restrictions: No food. Room must be left as found.	
Department: Office of Management and Budget Building: Haslet Armory Address: 122 William Penn Street City: Dover State: DE Zip: 19901	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Trina Benson Phone: 302-739-4195 Fax: 302-739-3000 Availability: 8:00 – 4:30 need reservation	Room: Conference Room 128 Capacity: 0 to 49
Equipment: Screen, Projector, Conference phone Accessibility: Yes	
Department: The Duncan Center, LLC Address: 500 W. Loockerman Street, Suite 150 City: Dover State: DE Zip: 19904	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Erin Cooper Phone: 302-674-3031 Fax: 302-674-8164 Availability: With Reservations	Room: The Outlook Room Capacity: 0 to 75 Satellite Rooms: Capacity: 0 to 20
Equipment: Full service, Food Services Restrictions: Reservations Required	

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Department: Department of Correction Building: Employee Development Center Address: 245 McKee Road City: Dover State: DE Zip: 19904	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Shelly Conboy Phone: 302-857-5292 Fax: 302-739-5751 Availability: Reservations Required	Large Classroom 0 – 35 Upstairs Lg Classroom (no elevator) 35 Large Classroom (not ready yet-call) 60 Large Classroom (not ready yet-call) 60
Equipment: Flip charts, Internet Access, PC w/Overhead projection Restrictions: No Eating or Drinking in Rooms	
Department: DNREC/Office of the Secretary Building: Richardson & Robbins Building Address: 89 Kings Highway City: Dover State: DE Zip: 19901	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Ann Koval Phone: 302-739-9000 Fax: 302-739-6242	Room: Auditorium Capacity: 0 to 140
Equipment: Overhead projection, TV/VCR, Internet Access, Microphones, Laptop Hookup Restrictions: No fee during normal working hours. For State Agencies only: minimum weekend rate \$100 per day for a meeting 5 hours or less; \$150.00 for over 5 hours	
Department: Division of Public Health Building: Blue Hen Corporate Center Address: 655 S. Bay Road City: Dover State: DE Zip: 19901	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Debbie Consolazio Phone: 302-744-5453 FAX: 302-744-5475	<ul style="list-style-type: none"> ▪ Suite 4F: Classroom A & B Individually Holds 24 with Table and Chairs ▪ Suite 4F: Classroom A & B Individually Holds 40 with Just Chairs ▪ Suite 4F: Classroom A & B Combined Holds 60 with Table and Chairs ▪ Suite 4F: Classroom A & B Combined Holds 100 with Just Chairs ▪ Suite 4G: Computer Room Holds 12 Individuals
Equipment: Computer w/ MS Office 2003, Lap Top hookup, DVD Player/Recorder, VCR Player/Recorder, Wireless Microphone and speaker, Overhead projectors and screen (3 each), Satellite TV and presentation capability, Video Conferencing Capability, Smart Board, ELMO Digital Visual Presenter, Restrictions: Rooms are heavily booked; Suite 4F not available on M or F	

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Department: The Modern Maturity Center Address: 1121 Forrest Avenue City: Dover State: DE Zip: 19904		
<u>Contact Information</u>		<u>Classroom Details</u>
Name: Carolyn Thomson Phone: 302-734-1200 Availability: M,W, F & S only		Room: Conference Center, meeting rooms Capacity: 15 to 500 – Conf. Configuration
Equipment: Overhead projection and screen, TV/VCR, Projector Restrictions: Reservations Required. \$250 deposit for banquets		
Department: Williams State Service Center Address: Rt. 13 and River Road City: Dover State: DE Zip: 19901		
<u>Contact Information</u>		<u>Classroom Details</u>
Name: Angelica Morales Phone: 302-857-5000 Fax: 302-857-5001		Room: Conference Room Capacity: 20 to 40
Equipment: Full service Restrictions: Reservations Required		
Department: Delaware Technical and Community College – Terry Campus Building: Terry Campus Conference Center Address: Rt. 13 & Denny's Road City: Dover State: DE Zip: 19901		
<u>Contact Information</u>		<u>Classroom Details</u>
Name: Linda Mood Phone: 302-857-1427 FAX: 302-857-1452		Room: Auditorium Capacity 0 - 1200 Breakout Rooms: Capacity 30 - 60
Equipment: Computer, TV/VCR, overhead /BlackBoard, Network Jack, Screen. Restrictions: Reservations Required. Handicap accessible.		
Department: Delaware State University (Facilities listed below) Address: 1200 N. DuPont Highway City: Dover State: DE Zip: 1990110		
<u>Contact Information</u>		<u>Classroom Details</u>
Name: Cassius Lewis Phone: 302-857-6191		John R. Price Bldg. Auditorium 0 to 185 Education Humanities Theatre 0 to 900 Mishoe Science Center – Rm. 205 0 to 150 Mishoe Science Center – Rm. 117 0 to 150 ME Thomasson Lower Level 0 to 45
Equipment: Call for classroom details. Restrictions: Reservations Required.		

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Department: Legislative Council Building: Tatnall Building Address: William Penn Street City: Dover State: DE Zip: 19901			
<u>Contact Information</u>		<u>Classroom Details</u>	
Name:	Kathy Morris	Room 112:	0 - 39
Phone:	302-739-4114	Room 113:	0 - 24
FAX:	302-739-3895	Room 114:	0 - 18
Equipment: All Rooms have retractable screens, phones, and conference tables; Room 112 has TV, Kitchen availability, and overhead projection Restrictions: Reservations Required. Rooms available M – F except when Legislature is in session, then only available M or F			
Department: Office of Management and Budget/Statewide Training Building: Paradee Building Address: 69 Transportation Circle City: Dover State: DE Zip: 19901			
<u>Contact Information</u>		<u>Classroom Details</u>	
Name:		Room:	Statewide Training Center
Email:	Please Email requests to:	Capacity:	Up to 48
Fax:	statewide_training@state.de.us		
Equipment: Screen, phone, meeting tables and chairs, overhead projection, vending machines Restrictions: Reservations Required. Only available Mondays and Fridays 8:00 – 4:30			
Department: Milford Free Public Library Building: Downstairs Meeting Room Address: 11 S.E. Front Street City: Milford State: DE Zip: 19963			
<u>Contact Information</u>		<u>Classroom Details</u>	
Name:	Kay	Room:	Downstairs
Phone:	302-730-4000	Capacity:	Up to 100 seated
FAX:	302-735-8130		
Equipment: Tables and chairs, overhead projection Restrictions: Reservations Required. \$50 for non-profits, \$100 all others			
Department: Division of Historical and Cultural Affairs Building: Belmont Hall Address: 69 Transportation Circle City: Dover State: DE Zip: 19901			
<u>Contact Information</u>		<u>Meeting Room Details</u>	
Name:	Pam Swain	Dining Room	Capacity 20
Phone:	302-323-4430	Speakman Suite	Capacity 8
FAX:	302-323-4407	Conference Room	Capacity 16
		Whole House	Capacity 48
http://history.delaware.gov/conf_centers/bh/index.shtml			
Equipment: VCRs, flip charts, phones, monitors, overhead projection, internet access, conference tables, podium, full service kitchen. Restrictions: Reservations Required. Handicap accessible. All rooms at Belmont Hall have permanent seating arrangements. Moving furniture is <i>not</i> permitted. Call for fee schedule.			

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Department: Delaware Hospital for the Chronically Ill Building: Candee Building OR Guest Pavillion #1 Address: 100 Sunnyside Road City: Smyrna State: DE Zip: 19977	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Patti Byler Phone: 302-223-1011 FAX: 302-223-1549	Room: Auditorium 80 Recreation Room 45
Equipment: Pull down screen, projection equipment, podium Restrictions: Various seating arrangements available upon request.	
Department: Smyrna Public Library Address: 107 S. Main Street City: Smyrna State: DE Zip: 19977	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Beverly Hirt Phone: 302-653-4579 Availability: M,W,F 9-6; T&TH 6-8	Room: Library, meeting room Capacity: 0 to 14
Equipment: TV/VCR, Projector, Screen. Restrictions: Reservations Required. Film projector may be checked out.	
Department: Fire School Address: Chestnut Grove Road City: Dover State: DE Zip: 19901	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Kimberly Vitanza Phone: 302-739-4773 Fax: 302-739-6245 Availability: Reservations Required	Room: Multiple rooms available Capacity: 0 to 160
Equipment: Full service Restrictions: Call for fee schedule	
Department: Delaware Health and Social Services Building: Smyrna State Service Center Address: 200 South DuPont Boulevard, Suite 101 City: Smyrna State: DE Zip: 19977	
<u>Contact Information</u>	<u>Classroom Details</u>
Name: Rhonda Beshwor Phone: 302-514-4500 Fax: 302-514-4502 Availability: Reservations Required	Large Conference Room: 0 to 160 Small Conference Room: 0 to 8
Equipment: Computer jacks, white boards, no other AV equipment Restrictions: Monday - Friday 8:00 – 4:30; Handicap accessible.	